

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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March 23, 2004

Continued from March 9, 2004

FROM: **LEYDEN L. HAHN**, Chief Information Officer
Information Services Department

SUBJECT: **POLICY AND STANDARD PRACTICE FOR INTERNET ACQUISITION AND USE,
COUNTY TELEPHONE SYSTEMS, AND ELECTRONIC MAIL SYSTEMS.**

RECOMMENDATION:

1. Delete County Policy #07-12 regarding internet acquisition and use and adopt County Policy #14-04 regarding internet acquisition and use.
2. Delete County Policy #07-06 regarding the use of county telephone systems and adopt County Policy #14-03 regarding the use of county telephone systems.
3. Approve amended County Policy #14-01 regarding the use of electronic mail (e-mail) systems.

BACKGROUND INFORMATION: The internet is currently made available to those full and part-time employees, volunteers, contractors, and other affiliated individuals who have been granted access by the County in order to perform essential job functions. Significant County resources have been committed and continue to be expended to provide internet access for performing essential job functions. County Policy #07-12 was put in place to provide general guidelines on appropriate use and responsibilities. In order to make the most effective and productive use of electronic communications devices such as the internet in light of the intended use of this resource, County Policy 14-04 seeks to expand on guidelines for appropriate use and responsibilities and to communicate grounds for disciplinary action for violations of established policy.

The County Board of Supervisors approved County policy 07-06 on February 22, 1982 regarding the use of the County telephone system. This policy set forth responsibilities for misuse of the County telephone system to all County employees including agency administrators and department heads. Proposed County policy 14-03 is intended to supercede the existing policy 07-06. County Policy 14-03 expands on responsibilities as set forth in policy 07-06 and goes further in explaining the parameters of the policy, disciplinary action that will come as a result of any violations of the proposed policy 14-03, and establishes the Information Services Department (ISD) as the administrator of this policy.

The County e-mail systems are a valuable resource for communication of information that is necessary to conduct County business. Since 1996 county policy has addressed county electronic e-mail access, misuse and regulation issues in general terms. These e-mail policies were later modified to address, in greater depth, county electronic e-mail. In particular, proposed policy #14-01 as approved by the Board of Supervisors on October 30, 2001, sought to clearly establish the rights of the County to monitor, access, copy, delete and use for County purposes any messages stored on any of its e-mail systems, removing any expectation of privacy in its use. It also defined appropriate uses for the County e-mail systems, outlined activities that will be considered violations of the proposed e-mail policies and established the Information Services Department (ISD) as the administrator of these policies. ISD currently seeks to keep the principle components of County policy #14-01 as it was presented and approved on October 30, 2001 unchanged, with only grammatical changes and points of clarification being requested at this time.

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**BOARD OF SUPERVISORS
POLICY AND STANDARD PRACTICE FOR INTERNET ACQUISITION AND USE, COUNTY
TELEPHONE SYSTEMS, AND ELECTRONIC MAIL SYSTEMS.**

February 24, 2004

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Approval of all three items will advance efforts to preserve the integrity of all three resources and to reduce the strain to such resources caused by excessive, unauthorized usage by County employees.

REVIEW AND APPROVAL BY OTHERS: The proposed action has been reviewed for legal form and content by County Counsel (Jean-Rene Basle, Deputy County Counsel, 387-5477) on January 26, 2004 and the County Administrative Office (Tracy Lindsay, Administrative Analyst, 387-4659) on January 29, 2004.

FINANCIAL IMPACT: There is no local cost impact.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Leyden L. Hahn, Chief Information Officer, 388-5501

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